



Inter-Departmental Memorandum

Date: March 27, 2024
To: Arlyn Agustin, Comptroller, Chief Financial Officer
From: Kenneth Pinnock, Jr., Deputy Executive Director
Director of Procurements, Contracts & Risk Management
Morgan Austin, Assistant Purchasing Agent

Subject: REQUEST FOR PROPOSALS (RFP): PROFESSIONAL FEE ACCOUNTING SERVICES
RFP DUE DATE: WEDNESDAY, MARCH 27, 2024 @ 11:00 A.M.

SECOND OCCASION

Pursuant to the Request for Proposals (RFP) for Professional Fee Accounting Services, on Wednesday, February 21, 2024, the JCHA received less than three (3) bid packages. The RFP was rebid, and on Wednesday, March 27, 2024, the JCHA received a sole (1) proposal from the firm listed below. Attached for your review is a copy of the recapitulation sheet.

FIRM (in alphabetical order)

- 1. BDO PHA FINANCE

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PLEASE NOTE: The last RFP opening for this service was held on October 26, 2022, and BDO PHA Finance was the recipient of a contract (#101645) in the amount not to exceed One Hundred Fourteen Thousand Two Hundred Forty Dollars (\$114,240.00) for a period of one (1) year.

Background:

Invitations were published in local newspapers on February 29th and March 1st, 2024; direct invitations were sent to four (4) firms who express interest in public bidding for this service. The JCHA sources for MBE's were notified, as well as the usual public works bidding journals (individual letters in Purchasing files).

Provided the above is satisfactory, this office presumes that the Department of Accounting & Finance will forward a resolution to the Board of Commissioners.

Should you have any questions, or require further information, please do not hesitate to call.

Thank you.